EXAMPLE DAY-SHEET

✓ Advised treatment

✓ Booked

Appointment book : Dr Frank Spencer
Appointment list for : Thursday   24/11/2016

Time	Details	Status		Telephones	Class
08:00					
08:15					
08:30	#10 Janis, Mrs Kattie				<none>
08:45	Dr 1,				
09:00	filling 46 45 min				
09:15	#60 Watt, Mrs Jennifer ✓				<none>
09:30	Dr 1, Recall 30 min				
09:45	FTA				
10:00					
10:15	#1 White, Mr Fred			H.2589 9856	<none>
10:30	Dr 1,			M.0414567454	
10:45	crown prep 16				
11:00	90 min				
11:15					
11:30					
11:45					
12:00	#58 Robinson, Clive			M.0422 369 221	<none>
12:15	Dr 1, ✓				
12:30	fillings Q3				
12:45	60 min				
13:00	Lunch				
13:15					
13:30					
13:45					
14:00					
14:15	#59 Chain, Miss Daisy ✓			M.0422 669 852	<none>
14:30	Dr 1, Recall 30 min				
14:45					
15:00	#61 Bay, Mrs Cloudy				<none>
15:15	Dr 1,				
15:30	NP - exam, clean 45 min				
15:45	#62 Bay, Miss Summer				<none>
16:00	Dr 1, NP - 5 yr old exam 30 min				
16:15	#63 Bay, Master Stormy ✓			<none>	<none>
16:30	Dr 1, NP - 13 yr old exam, possible clean 30 min				
16:45	#44 Howser, Mrs Heather ✓			H.4567 7899	<none>
17:00	Dr 1,				
17:15	TA Q4 45 min				
17:30					
17:45					

30 minutes lost

Ran 10 minutes early

15 minutes lost

Ran 20 minutes early

#Appts = 9

Invoiced = $4032

NPs = 3

Down-time = 75 minutes

GUIDE

The purpose of tracking your Day-sheets for a month is to learn how your surgery is currently performing in terms of:

- efficient treatment planning,
- engaging patient in your recommended treatment,
- daily production
- number of New Patients you attract/have access to

After you have collected this information for a period of a month, the designated staff member will provide a baseline of your:

- Hourly rate
- Patient Retention rate
- New patient rate
- Average down time figure

Action steps can be made to improve performance in some, or all, of these areas.
Tracking for another month in 3 to 6 months' time will show how much improvement has been made.

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11:45				
12:00	#58 Robinson, Clive		M.0422 380 221	<none>
12:15	Dr 1,			
12:30	fillings Q3			
12:45	60 min			
13:00	Lunch			
13:15				
13:30				
13:45				
14:00				
4:15	#59 Chain, Miss Daisy		M.0422 660 852	<none>
4:30	Dr 1, Recall 30 min			
14:45				
15:00	#61 Bay, Mrs Cloudy			<none>
15:15	Dr 1,			
15:30	NP - exam, clean 45 min			
15:45	#62 Bay, Miss Summer			<none>
16:00	Dr 1, NP - 5 yr old exam 30 min			
16:15	#63 Bay, Master Stormy			<none>
16:30	Dr 1, NP - 13 yr old exam, possible clean 30 min			
6:45	#44 Howser, Mrs Heather		H 4567 7899	<none>
7:00	Dr 1,			
7:15	TA Q4 45 min			
17:30				
17:45				

30 minutes lost

Ran 10 minutes early

15 minutes lost

Ran 20 minutes early

#Appts = 9
Invoiced = $4032
NPs = 3
Down-time = 75 minutes

Place a tick to the left of the patient's name if you have suggested treatment to be scheduled.

Circle the tick of patients who actually booked for advised treatment. (Do a quick search of all ticked patients at the end of the day.)

Note when you ran late, and when you ran early. Upon reflection, the day should show what actually occurred.

Ensure to also note FTA's and Late Cancellations.

At the end of the day, note down:

- Number of patients seen
- How many NP's you saw
- Your daily invoice total
- Total 'down-time' (FTAs, Late Cancellations, running early)